

## Stall Holder Rules & Conditions

It is understood that in signing for stall space, the event rules and conditions will be adhered to.

1. Access is from 8:30am, please be set up by 10:00am and pack away from 4pm. If you need to leave early, please notify a member of the Central Bedfordshire Council countryside team on the day, we will be wearing black polo shirts with the CBC green logo on.
2. Stalls will be held on the open grassland next to the visitor centre
3. All stalls have a minimum space of 3metre x 3metre
4. Charity only stalls must be accompanied with a £10.50 refundable deposit to secure the booking. Charity Stalls will be refunded their £10.50 deposit upon arrival at the event on the day of the event.
5. Community and Charity Stalls – Stall space will be provided free of charge to any registered charity or any registered collector for a registered charity. Stall space may also be provided free of charge to any 'not for profit' (NPO) organisation that is not a registered charity at the discretion of HHP.
6. You are responsible for setting up and taking down of your own stall.
7. It is strongly recommended to have at least two people per stall.
8. Stall holders are responsible for the safe keeping of all goods and items on their stands. Houghton Hall Park (HHP) will not be responsible in any way for the loss or damage to property whilst it is on site.
9. HHP reserves the right to close the event, or any part thereof, before or during the event if thought necessary through adverse weather or any other such reason as HHP sees fit.
10. Stall allocation and location is decided by the Activity Officer
11. Stall holders are required to take out the necessary insurance against fire and all other risks and must have Public Liability Insurance. The stall holder indemnifies HHP against all claims, damages or expense whatsoever in any way arising out of his/her attendance or his/her exhibits on site.
12. Unless otherwise specified, HHP cannot supply power, coverings or any furniture. A stall booking is for the plot only.
13. Any ground damage will be charged at cost.
14. The sub-letting of stalls is forbidden.
15. The booking form for stalls must contain an accurate description of goods to be exhibited or sold, only items of this description will be allowed. Food or drink may not be sold without permission from HHP.
16. Jumble stalls will not be permitted to be included at HHP events.
17. Generators – HHP does not permit the use of generators unless prior agreement is sought. Under no circumstances are generators to be brought on to the designated site without said permission and petrol generators are strictly forbidden.





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18. Stall holders must familiarise themselves with fire precautions. HHP reserves the right of inspection by the Fire Safety Officer of all stalls and equipment and further to order the use of such equipment or appliances to be discontinued should they contravene fire and safety regulations.
19. The distribution of leaflets, posters and other billing materials outside the confines of the stall is forbidden except by prior permission from HHP.
20. HHP reserves the right to refuse an application for stall space.
21. Stall holders are responsible for the cleanliness of their stands and all refuse must be removed at the end of the event. If a stall holder produces a high volume of litter, they must provide their own litter bins. Any stall holder who leaves their pitch in a littered state will be invoiced for the sum of clearance at cost + VAT.
22. Any stall holder cancellations should be made in writing. Any cancellations made within two weeks of the event date will be non-refundable.
23. Upon entering the event site, you must ensure that your exhibition, equipment, vehicles and any other property is in a safe condition for all persons that may come into contact with it, your colleagues conform to all statutory and local conditions, all goods and services sold at the event should conform to current trading standards legislation.
24. Vehicle movement is controlled by HHP.
25. There must be no grey/black water, oils or any waste material to be tipped directly onto the ground.
26. Any persons found not complying with these Event Rules and Conditions, or behaving in an illegal, aggressive or disorderly manner will be removed from the site.

